



April 14, 2004

**REQUEST FOR STATEMENTS OF QUALIFICATIONS
FOR
INDIAN SCHOOL ROAD, DRINKWATER BLVD. TO PIMA ROAD, ROADWAY IMPROVEMENTS
AND
HAYDEN ROAD & SHEA BLVD. INTERSECTION IMPROVEMENTS
AND
HAYDEN ROAD & VIA DE VENTURA INTERSECTION IMPROVEMENTS**

The City of Scottsdale invites you to submit a Statement of Qualifications to provide engineering design services for the design and preparation of construction documents for three major roadway projects. The first project is for roadway improvements on Indian School Road from Drinkwater Blvd. to Pima Road (Project A). The second and third projects are the Hayden Road & Shea Blvd. Intersection Improvements (Project B) and Hayden Road & Via De Ventura Intersection Improvements (Project C). The three projects are described below. In your response, please indicate your firm's preference and constraints in designing any combination of the listed projects, i.e., Project A, Projects A and B, Projects A, B, and C, etc. The Scope of Work given below is preliminary and therefore should not be construed as being final and comprehensive. A final scope of work will be jointly developed with the successful firm(s) and finalized prior to contract and price negotiations.

BACKGROUND

Project A. Indian School Road, Drinkwater Blvd. to Pima Road:

This project will construct the ultimate four-lane cross-section with bike lanes. Of major focus within the project area will be landscaping and landscaped buffering zones. This project may also construct certain side street and/or driveway closures and median restrictions to manage traffic flow through the area. As this corridor serves as the primary connection between downtown Scottsdale and the Pima Freeway, additional emphasis on aesthetics and monumentation is expected. In addition to the roadway component of the project, drainage improvements from 81st Street to Pima Road will need to be included in the design.

A design concept report was prepared in May of 2000, which addressed design improvements from Hayden Road to the Pima Road alignment. This design contract will also require the preparation of an updated DCR for the areas addressed by the previous report and in addition, the DCR will need to address design improvements for the remainder of the project area. The DCR preparation will require a significant public outreach program for the entire project area. The preliminary design and construction cost estimate is approximately \$4M.

Hayden Road and Indian School Road intersection improvements were recently completed and are not considered part of this project scope. The final as-built plans are available for review at the City of Scottsdale offices.

Project B. Hayden Road and Shea Blvd. Intersection Improvements:

This project will include dedicated dual left turn lanes and right turn lanes at all four intersection approaches, plus east/west bus bay and shelter upgrades near the intersection will also be included. In addition, landscaping design for both back of curb and medians will be required within the project area. Within the project area there will be a need to identify and purchase several pieces of private property for future right-of-way requirements. The City has the written Design Concept Report (DCR) prepared by Stantec Consulting Inc., July of 2002, available for review. The preliminary design and construction cost estimate is approximately \$1.3M.

Project C. Hayden Road and Via De Ventura Intersection Improvements:

This project will include dedicated dual left turn lanes and right turn lanes at all four intersection approaches, plus bus bay and shelter upgrades on the southeast and southwest corners. In addition, landscaping design for both back of curb and medians will be required within the project area. Within the project area there will be a need to identify and purchase several pieces of private property for future right-of-way requirements. This project has been identified to receive Federal Congestion Mitigation & Air Quality funds scheduled to be obligated by October of 2005. The City has the written Design Concept Report (DCR) prepared by Stantec Consulting Inc., June of 2002, available for review. The preliminary design and construction cost estimate is approximately \$1.3M.

For Projects B & C the City has available, on disk, the Design Concept Reports. **The DCR's on disk are in CD format and available upon request. Please contact Robert M. Johnson at (480) 312-7054. This CD is also available for pick-up at: City of Scottsdale, Capital Project Management Office, 7447 E. Indian School Road Suite 205, Scottsdale, AZ 85251.** Document Formats: Cost Estimate (Excel Format), and Design Concept Report (Word and PDF Format).

ABBREVIATED SCOPE

The selected firm(s) will be required to perform or provide some or all the following services:

1. Work closely with City staff to finalize the work scope and design criteria (develop a detailed scope and price proposal)
2. Review, evaluate, and incorporate relevant design data from all available sources including existing plans, drainage reports, utility maps, aerial photos, as-builts, etc.
3. Develop a schedule prior to commencing work, including mutually agreed upon major milestones, dates, and review submittals
4. Submit monthly status reports indicating progress of the design relative to the plan
5. Provide the necessary coordination to insure that all City departments having an interest or authority over the work are contacted for their input prior to advancing the design (Transportation, Maintenance, Landscaping and Irrigation, Capital Project Management, etc.)
6. Develop schematic designs and limited studies to further the design concept
7. Attend and record minutes of all project meetings required by City staff, including but not limited to progress review meetings and public meetings
8. Ongoing communication and informal contact with the City of Scottsdale Capital Project Manager
9. Prepare necessary exhibits as required by City staff to support public meetings, progress meetings, Development Review Board (DRB) meetings, Planning Commission meetings, City Council meetings
10. Perform all necessary field survey work to accurately represent the construction requirements and methods
11. Prepare design documents using the format and standards found in the latest City of Scottsdale Design Standards and Policies Manual, Section 1.2, Capital Project Management Plan Requirements (<http://www.scottsdaleaz.gov/design/DSPM/>)

12. Coordinate plan development with utility companies, as necessary, in accordance with the Central Arizona Coordinating Committee Public Improvement Project Guide
13. Coordinate with and obtain approval from the Maricopa County Health Department for all appropriate County requirements for public pools and facilities
14. Prepare construction contract documents, special provisions, and cost and schedule estimate
15. Insure that all the necessary right-of-way easements including temporary construction easements and other conveyances are identified and notify the City to acquire the right-of-way, easements, permits, etc.
16. Support projects through the public bidding process
17. Provide construction phase services

SUBMITTAL REQUIREMENTS

Reply to this request with six (6) copies of your response. Limit your submittal to twelve (12) 8 1/2" x 11" pages (text on one side only). This limitation applies regardless of the number of projects your firm wishes to submit qualifications for. A cover letter, if included, will not be considered as part of the submittal limitation. Submittals that exceed the page limitation will not be considered. Please address the following:

1. List the name of the firm, address, contact person, phone number, FAX number, and e-mail address
2. **Firm's Capabilities** - Briefly describe three similar projects that your firm has completed in the last five (5) years (design concept preparation/updates, geometric street design, drainage system analysis and design). List the members of the proposed project team and their roles and responsibilities. Provide references and phone numbers for each project
3. **Project Features** - Demonstrate your understanding of these projects by discussing significant design attributes, challenges and relevant experience
4. **Project Approach** - Discuss your approach to project management in the context of scope development, and cost and schedule control
5. **Project Schedule(s)** - Provide a key milestone schedule that identifies significant issues/tasks required and expected timeframes (include scope and conceptual development, public meetings, design reviews, DRB pre-application process, DRB submittal, 60% submittal, 90% submittal, 100% submittal, bidding, construction, and other tasks).
6. **Local Knowledge** - Identify your firm's familiarity with the City of Scottsdale procedural requirements and local Maricopa County Health Department code requirements that enhance your qualifications to successfully execute this project
7. **Active Contracts** - List your projects currently under contract with the City of Scottsdale where your firm is the prime consultant. Please list the remaining contract amount (defined as the difference between the contract award amount and the sum of the current billings). The following criteria will be used in the evaluation process for this requirement.

Total remaining contract \$ amounts:

\$0	to	\$100,000	5 Points
\$100,000	to	\$500,000	4 Points
\$500,000	to	\$1,000,000	3 Points
Over \$1,000,000			2 Points

EVALUATION CRITERIA

Evaluation of the proposals will be based on the following:

Firm's Capabilities	(0-35 points)
Project Features	(0-15 points)
Project Approach	(0-10 points)
Project Schedule	(0-5 points)
Local Knowledge	(0-30 points)
Active Contracts with COS	(2-5 points)

OPTIONAL CONSTRUCTION PHASE

The City may at its option require the Consultant to provide consulting services during the project construction phase. The Consultant shall agree to remain available to provide these services.

INDEMNIFICATION & INSURANCE REQUIREMENTS

The City of Scottsdale requires an Engineering Services Contract to be executed by the selected firm. The City has the basic format of this contract on our website: The City has the basic format of this contract on our web site: <http://www.scottsdaleaz.gov/capitalprojects/PDF/eng10.pdf>. The City's Indemnification and Insurance language is included in this contract. Submission of your Statement of Qualifications shall indicate your firm's ability and agreement to execute Scottsdale's Standard Engineering Services Contract. Questions shall be addressed prior to submittal in writing.

PRE-PROPOSAL MEETING

A Pre-proposal meeting is scheduled at the City of Scottsdale Community Design Studio, located at 7506 E. Indian School Road. This is the small building located at the northeast corner of Indian School Road and 75th Street. The conference will be conducted on **Tuesday, April 27, 2004 at 8:00 am**. Attendance will be limited to no more than two representatives per firm. It is NOT mandatory that your firm attends the Pre-Proposal Meeting.

INTERVIEW PHASE REQUIREMENTS

Interviews may be required of the short listed teams, but the City of Scottsdale reserves the right to make final selection based solely on the above mentioned evaluation criteria and written proposals.

STATEMENT OF QUALIFICATION SUBMITTAL TIME AND PLACE

Submittals will be received at the City of Scottsdale's Capital Project Management Division no later than 4:00 p.m. on May 7, 2004. The City reserves the right to cancel or modify this Request for Proposal at anytime.

Address responses to: Robert M. Johnson, Project Manager
City of Scottsdale
Capital Project Management
7447 E. Indian School Rd., Suite 205
Scottsdale, AZ 85251
Phone: (480) 312-7054 office
E-mail: rmjohnson@scottsdaleaz.gov

GENERAL INFORMATION

1. City Website – This Request for Qualifications will be posted on the city's website. The address is <http://www.scottsdaleaz.gov/capitalprojects/RFQ.asp>
2. Instructions – The City of Scottsdale shall not be held responsible for any oral instructions. Any changes to this Request for Qualifications will be in the form of an addendum, which will be furnished to all registered Request for Qualifications holders.
3. City Rights – The City of Scottsdale reserves the right to reject any oral Statements of Qualifications, to waive any informality or irregularity in any Request for Qualifications received, and to be the sole judge of the merits of the respective Statements of Qualifications received.

4. Release of Project Information – The City of Scottsdale shall coordinate the release of all public information concerning the project, including selection announcements and contract awards firms desiring to release information to the public must receive prior written approval from the City.
5. Contact with City Employees – All firms interested in this project (including the firm's employees, representatives, agents, lobbyists, attorneys, and sub consultants) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process, including the evaluation panel, the City Manager, Assistant City Manager, Deputy City Managers, Department Heads and other staff. This policy is intended to create a level playing field for all potential firms, assure that contract decisions are made in public and to protect the integrity of the selection process. All contact on this selection process should be addressed to the authorized representative identified above.